

DEPARTMENT OF SOCIAL SERVICES

744 P Street, Sacramento, CA 95814



September 10, 2002

ALL COUNTY LETTER NO. 02-69

REASON FOR THIS TRANSMITTAL

- ☐ State Law Change
- ☐ Federal Law or Regulation Change
- ☐ Court Order or Settlement Agreement
- ☐ Clarification Requested by One or More Counties
- ☒ Initiated by CDSS

TO: ALL COUNTY WELFARE DIRECTORS

SUBJECT: CALIFORNIA WORK OPPORTUNITY AND RESPONSIBILITY TO KIDS (CalWORKs) CASH GRANT CASELOAD MOVEMENT REPORT [CA 237 CW (12/02)]

CalWORKs REPORT ON REASONS FOR DISCONTINUANCES OF CASH GRANT [CA 253 CW (12/02)]

CalWORKs REPORT ON REASONS FOR DENIALS AND OTHER NON-APPROVALS OF APPLICATIONS FOR CASH GRANT [CA 255 CW (12/02)]

REFERENCE: ALL COUNTY LETTER 02-66, DATED SEPTEMBER 3, 2002

The purpose of this letter is to transmit the revised CalWORKs Cash Grant Caseload Movement Report, CA 237 CW (12/02), CalWORKs Report on Reasons for Discontinuances of Cash Grant, CA 253 CW (12/02) and the CalWORKs Report on Reasons for Denials and Other Non-Approvals of Applications for Cash Grant, CA 255 CW (12/02) forms and instructions. These reports are revised to collect information necessary to track CalWORKs cases in which all adult(s) in the Assistance Unit (AU) have been discontinued from cash aid due to reaching the CalWORKs 60 month time limit. For more detailed information on Safety Net cases and how to differentiate them from existing Zero Parent cases, please refer to All County Letter 02-66. Once the Welfare Data Tracking Implementation Project (WDTIP) is fully operational, the TANF Timed-Out column will be deleted from these reports. Below is a summary of the changes.

CA 237 CW (12/02)

Form

- Changed reference on Line 4c. "Other application dispositions (cancellations and withdrawals)" from (Same as Items 12 plus 13, CA 255 CW) to (Same as Items 11 plus 12, CA 255 CW).

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Page Two

- Added fifth column entitled Safety Net Cases (E) to the form and shifted cell numbers to accommodate the new column.
- Changed reference on Line 10. "Cases deducted due to transfers to another program segment during the month" from (Same as Item 13, CA 253 CW) to (Same as Item 12, CA 253 CW).
- Changed reference on Line 11. "Cases added due to transfers from another program segment during the month" from (Same as Item 14, CA 253 CW) to (Same as Item 13, CA 253 CW).
- Deleted PART C. NON-CITIZEN CASELOAD section.
- Added new PART C. SAFETY NET section to second page.

Instructions

- Added Safety Net Cases to the CONTENT section.
- Added Safety Net Cases to the DEFINITIONS section.
- Revised Two-Parent Families in the DEFINITIONS section.
- References throughout the ITEM INSTRUCTIONS to cell numbers and to the CA 253 CW (12/02) and CA 255 CW (12/02) reports were revised to reflect new cell numbers and line item numbers.
- Added Safety Net Cases to PART B. CASELOAD (ALL) as an additional column.
- Deleted PART C. NON-CITIZEN CASELOAD to the ITEM INSTRUCTIONS section.
- Added new PART C. SAFETY NET to the ITEM INSTRUCTIONS section.

CA 253 CW (12/02)

Form

- Added fifth column entitled Safety Net Cases (E) to the form and shifted cell numbers to accommodate the new column.
- Deleted Line 9. "Cases discontinued due to expiration of CalWORKs 60-month time limits" and moved lines 10, 11, 12, 13 and 14 up numerically to new lines 9, 10, 11, 12 and 13.
- Added Zero Parent to TANF Timed-Out to accommodate movement between those program segments.
- Added eight new lines under PART B. "DISCONTINUANCES DUE TO PROGRAM SEGMENT TRANSFERS" to address movement to and from Safety Net Cases.
- Restructured new Lines 13a. through 13t. to focus the descriptor on the "transferred to" segment, instead of the "transferred from" segment.

Instructions

- References throughout the ITEM INSTRUCTIONS to cell numbers and the CA 237 CW (12/02) report revised to reflect new cell numbers and line item numbers.
- Added instructions for new line items under "PART B. DISCONTINUANCES DUE TO PROGRAM SEGMENT TRANSFERS."

CA 255 CW (12/02)

Form

- Added fifth column entitled Safety Net Cases (E) to the form and shifted cell numbers to accommodate the new column.
- Deleted Line 11. "Cases denied due to expiration of CalWORKs 60-month time limits" and moved lines 12 and 13 up numerically to new lines 11 and 12.

ALL COUNTY WELFARE DIRECTORS

Page Three

- Changed reference on new Line 12. "Cases with applicant who moved or cannot be located during the month" from (Item 12 plus Item 13 same as Item 4c, CA 237 CW) to (Item 11 plus Item 12 same as Item 4c, CA 237 CW).

Instructions

- Reference in ITEM INSTRUCTIONS to lines "2 through 13" revised to 2 through 12.
- References throughout the ITEM INSTRUCTIONS to cell numbers and the CA 237 CW (12/02) report revised to reflect new cell numbers and line item numbers.

Enclosed are copies of the forms and instructions. Additionally, the forms and instructions are available on the California Department of Social Services (CDSS) Research and Development Division (RADD) web site located at:

<http://www.dss.cahwnet.gov/research/>.

Since the first actual CalWORKs time limit will occur December 31, 2002, the county should reflect this movement in Part B. "Discontinuances due to Program Segment Transfers (Lines 12 and 13)" of the CalWORKs Report on Reasons for Discontinuances of Cash Grant [CA 253 CW (12/02)] for the December 2002 report month. These line items on the CA 253 CW for program segment transfers correspond with the CalWORKs Cash Grant Caseload Movement Report [CA 237 CW (12/02)] (Lines 10 and 11) and should be reflected accordingly. This will transition cases to Safety Net showing the ending balances for December as they should be, effective January 1, 2003.

These reports continue to be due on the 18th calendar day after the report month. Therefore, the first revised reports, (December 2002 report month) are due on or before January 18, 2003. Fax or mail reports to:

California Department of Social Services
Data Systems and Survey Design Bureau, M.S. 9-081
P.O. Box 944243
Sacramento, CA 94244-2430
FAX: (916) 657-2074

If you have questions regarding completion of this form, please contact Pam Kian of the Data Systems and Survey Design Bureau at (916) 651-8269. Program related questions should be directed to your CalWORKs Program analyst at (916) 654-1322.

Sincerely,

***Original Document Signed By
Bruce Wagstaff for Lois VanBeers on 9/10/02***

LOIS VANBEERS
Deputy Director
Research and Development Division

Enclosures

California Work Opportunity and Responsibility to Kids (CalWORKs) Cash Grant Caseload Movement Report

SEND ONE COPY OF THIS REPORT TO:

California Department of Social Services
Data Systems and Survey Design Bureau, M.S. 9-081
P.O. Box 944243
Sacramento, CA 94244-2430
FAX: (916) 657-2074

VERSION	COUNTY NAME	CODE	REPORT MONTH AND YEAR		
PART A. APPLICATIONS FOR AID AND REQUESTS FOR RESTORATION					
1. Applications carried forward from last month (Item 1a plus Item 1b).....					1
a. Item 5 from last month					2
b. Adjustment to Item 1a (Positive or negative number) (Explain in Comments).....					3
2. Applications received during the month (Item 2a plus Item 2b).....					4
a. Applications.....					5
b. Requests for restoration.....					6
3. Total applications on hand during the month (Item 1 plus Item 2).....					7
4. Applications disposed of during the month (Items 4a, 4b and 4c).....					8
a. Applications approved [Item 7a plus Item 7b (all columns)].....					9
b. Applications denied (Same as Item 1, CA 255 CW).....					10
1) Applications denied due to receipt of Diversion payments or services (Same as Item 10, CA 255 CW).....					11
c. Other application dispositions (cancellations and withdrawals) (Same as Items 11 plus 12, CA 255 CW).....					12
5. Applications/requests pending at the end of the month (Item 3 minus Item 4).....					13
PART B. CASELOAD (ALL)		Two-Parent Families (A)	Zero Parent Families (B)	All Other Families (C)	TANF Timed-Out Cases (D)
Cases Added					Safety Net Cases (E)
6. Cases carried forward from last month (Item 6a plus Item 6b).....		14	15	16	17
a. Item 12 from last month		19	20	21	22
b. Adjustment to Item 6a (Positive or negative number) (Explain in Comments).....		24	25	26	27
7. Cases added during the month (Items 7a through 7d).....		29	30	31	32
a. Applications approved.....		34	35	36	37
b. Restorations approved.....		39	40	41	42
c. Transfers from other counties.....		44	45	46	47
d. Other approvals (appeal cases, CW 7s, etc.).....		49	50	51	52
Caseload					
8. Total cases open during the month (Item 8a plus Item 8b).....		54	55	56	57
a. Cases receiving cash grant (\$10 or more).....		59	60	61	62
1) Children in Item 8a cases.....		64	65	66	67
2) Adults in Item 8a cases.....		69		70	71
3) Total persons [Item 8a1) plus Item 8a2)].....		72	73	74	75
b. Other cases (zero grant cases, less than \$10 cases, etc.).....		77	78	79	80
1) Children in Item 8b cases.....		82	83	84	85
2) Adults in Item 8b cases.....		87		88	89
3) Total persons [Item 8b1) plus Item 8b2)].....		90	91	92	93

VERSION	COUNTY NAME	CODE	REPORT MONTH AND YEAR			
Case Exits		Two-Parent Families (A)	Zero Parent Families (B)	All Other Families (C)	TANF Timed-Out Cases (D)	Safety Net Cases (E)
9. Cases discontinued during the month (Same as Item 1, CA 253 CW).....		95	96	97	98	99
10. Cases deducted due to transfers to another program segment during the month (Same as Item 12, CA 253 CW).....		100	101	102	103	104
11. Cases added due to transfers from another program segment during the month (Same as Item 13, CA 253 CW).....		105	106	107	108	109
12. Cases open at the end of the month [Item 8 minus (Item 9 and Item 10) plus Item 11].....		110	111	112	113	114
PART C. SAFETY NET						
13. Cases open during the month (Item 13a plus Item 13b).....		115		116		
a. Cases receiving cash grant (\$10 or more).....		117		118		
1) Children in Item 13a cases.....		119		120		
b. Other cases (zero grant cases, less than \$10 cases, etc.).....		121		122		
1) Children in Item 13b cases.....		123		124		
COMMENTS						
CONTACT PERSON (Print)		TELEPHONE ()		DATE COMPLETED		
TITLE/CLASSIFICATION		FAX ()				

**CALIFORNIA WORK OPPORTUNITY AND RESPONSIBILITY TO KIDS (CalWORKs)
CASH GRANT CASELOAD MOVEMENT REPORT
CA 237 CW (12/02)**

INSTRUCTIONS

CONTENT

The monthly CA 237 CW report contains statistical information on CalWORKs caseload movement for Two-Parent Families, Zero Parent Families, All Other Families, Temporary Assistance for Needy Families (TANF) Timed-Out Cases, and Safety Net Cases. This report includes data on the number of applications requested or restored, cases added, cases exiting, and cases transferred from other counties during the month.

PURPOSE

This report provides county, state and federal entities with information needed for budgeting, staffing, program planning, and other purposes.

DUE DATE AND CONTACT

The County Welfare Department (CWD) is responsible for ensuring that this report is fully and accurately completed. If portions of the report are completed by more than one entity within the CWD and/or outside agencies, the contact person responsible for submitting the report to the state shall review the report for completeness and accuracy prior to submittal. Reports are to be received on or before the 18th calendar day of the month following the report month. Fax or mail reports to:

California Department of Social Services
Data Systems and Survey Design Bureau, M.S. 9-081
P.O. Box 944243
Sacramento, CA 94244-2430

FAX: (916) 657-2074

Report data and the report's form and instructions are available on the California Department of Social Services (CDSS), Research and Development Division (RADD) web site at:
<http://www.dss.cahwnet.gov/research/>. Copies may be printed from the web site.

If you have questions regarding this report, contact Data Systems and Survey Design Bureau (DSSDB) at (916) 651-8269.

GENERAL INSTRUCTIONS

Enter in the boxes provided near the top of the form the report's version number, county name, county code, and the report month and year.

Enter the data required for each item. If there is nothing to report for an item, enter "0". **Do not leave any items blank.**

Enter in the boxes at the end of the form the name, job title or classification, telephone and fax number of the person to contact if there are questions about the report. This person may or may not be the person who completed the report. Enter the date the report was completed.

DEFINITIONS

Adjustment: Changes in caseload resulting from actions authorized (including those authorized by mistake or in error) in prior months and not previously reported, are to be reported as an adjustment. Whenever an adjustment is reported, the county must include a footnote in the Comments section of the report, explaining why an adjustment was needed.

All Other Families: All families that have not been identified as either a Two-Parent or a Zero Parent family. These cases are coded as 30, 3E, 3L or 3P. See ACL 02-66, dated September 3, 2002 for aid code descriptions.

Application (for assistance): For reporting purposes, a request for aid which has been received and recorded by the county, on Form CA 1/SAWS 1, Application for Public Assistance.

CalWORKs: The acronym for the California Work Opportunity and Responsibility to Kids Program implemented on January 1, 1998.

Cancellation: An application or request for restoration of a cash grant is considered "cancelled" if the applicant or child(ren) for which the application is made dies before the determination is completed.

Child: A child is a person who is a member of an Assistance Unit (AU) and is under the age of 18 or is enrolled as a full-time student in high school or a vocational or technical program, before reaching the age of 19. A minor parent shall be considered a child only if he/she is included in an AU with a senior parent.

Denial: An application or request for restoration of cash grant that is denied. A denial may occur for any reason, e.g., excess income and/or resources; no deprivation; failure to complete necessary forms; failure to provide essential verification, etc.

Discontinuance: A CalWORKs cash grant case where aid is stopped and/or terminated at the end of the month for any number of reasons, e.g., non-cooperation by the AU; excess income and/or resources; loss of deprivation; discontinuance requested by the AU, etc.

Intercounty Transfer: Movement of cases from one county to another, i.e., a family moves from one county to another. The receiving county adds this case to the report via the "Transfers from other counties" Item 7c. The county from which the family is moving would count the case as a discontinuance in Item 9.

Intraprogram Status Change: Change in status from one part of the same program to the other. For example, when the father returns to an All Other Families case during the report month, that case will become a Two-Parent Families case effective the next month. Therefore, for statistical reporting purposes, that case is theoretically discontinued from the All Other Families column, Item 10 and is added to the Two-Parent Families column, Item 11.

Movement: CalWORKs case flow within this report. Some examples include:

- A case transfers between the different program segments.
- An active case receiving a cash grant becomes an active case which receives no cash grant during the report month, and vice versa.
- A case terminates from the CalWORKs program.

Movements between CalWORKs and Foster Care (FC):

- When a CalWORKs child goes to FC, that child is discontinued from CalWORKs and a FC application is taken.
- When an FC child goes to CalWORKs, the child is brought into the CA 237 CW case count in one of two ways:
 1. If the child creates a new AU, a new application for CalWORKs is taken and the child comes into the CA 237 CW report as a new application and is processed accordingly, within the report.

DEFINITIONS CONTINUED

2. If the child joins an existing AU, then that child is brought into the CA 237 CW caseload by adding him/her to the person count in Item 8a1) or Item 8b1) or in Item 13a1) or in Item 13b1).

Other Approvals: Cases approved for reasons other than an application for a cash grant or restoration, transfer from another county or intraprogram status change. Some examples of "Other Approvals" include the following: approval of aid on appeal cases; approval of aid to cases erroneously denied or discontinued; and approval of a CW 7 discontinuance where completion of a new application is deemed unnecessary.

Other Cases: (Not receiving a cash grant) (See Item 8b and 13b): Cases not paid aid, but which had an authorization to receive aid during the report month. Examples include:

- Cases approved for aid during the report month, which will receive an initial warrant dated the following month.
- Cases with an authorization to receive aid discontinued during the report month, and the warrant was either cancelled or not written.
- Cases in which the authorization for the report month was a zero grant to adjust for an overpayment.
- Cases which were fully abated by child support payments.
- Cases determined eligible for CalWORKs, but whose grant was not paid because it was less than ten dollars.
- Suspended cases.

Other Dispositions: An action taken on an application or a request for restoration which results in a cancellation or withdrawal. This also includes applications denied because the applicant moved or could not be located. (See definitions for Cancellations and Withdrawals).

Payment Responsibility: The county sending the recipient is responsible for payment of aid until the end of the transfer period, at which time the receiving county becomes responsible.

Restoration: An application of aid when the applicant has been a recipient in the same county within the last 12 months regardless of program segment.

Safety Net Cases: Families in which all adults have been discontinued and removed from the assistance unit for reaching the CalWORKs 60-month time limit. These cases are coded 3A and 3C. See ACL 02-66, dated September 3, 2002 for aid code descriptions.

Suspended Case: Aid is suspended in the payment month when income or circumstances in the corresponding budget month result in the ineligibility for only one payment month.

TANF Timed-Out Cases: Families that include an adult head-of-household or a spouse of a head-of-household, (including minors that are head-of-household) who have received Federal TANF assistance for a total of 60 cumulative months. These cases are coded 32 and 3W. See ACL 02-66, dated September 3, 2002 for aid code descriptions.

Transfer Period: The end of the month following the 30th day after notification to the second county.

Two-Parent Families: Assistance Units (AU) that include two aided, non-disabled, natural or adoptive parents of the same aided or SSI/SSP minor child (living in the home), unless both parents are minors and neither is the head-of-household. This also includes Two-Parent AUs in which only one adult reaches the CalWORKs time limit. These cases are coded 35, 3M or 3U.

Withdrawals: Applications or requests for restoration that are withdrawn only upon the voluntary initiative of the applicant or person applying on his/her behalf.

DEFINITIONS CONTINUED

Zero Parent Families: Assistance Units (AU) in which the parent(s) or caretaker(s) are excluded from or ineligible for aid. These cases are coded 33, 3G, 3H, or 3R. See ACL 02-66, dated September 3, 2002 for aid code descriptions. This category does not include Safety Net cases, which comprise a separate child-only category.

ITEM INSTRUCTIONS**PART A. APPLICATIONS FOR AID AND REQUESTS FOR RESTORATION**

Part A is a summary of intake activity during the report month.

1. Applications carried forward from last month (Item 1a plus Item 1b): [Cell 1] Enter the number of applications pending from the previous month. This number should be the same figure as Item 5 of the previous month's report. If the number is different than Item 5 of the previous month's report, enter the new figure in Item 1 and enter the adjustment in 1b.
 - a. Item 5 from last month: [Cell 2] Enter the number from **last month's report**, Item 5, "Applications/requests pending at the end of the month."
 - b. Adjustment to Item 1a (Positive or negative number) (Explain in Comments): [Cell 3] If an adjustment to Item 1a is required, enter the adjustment number (either a positive or negative number) and explain in Comments (or attach another sheet of paper) with the precise reason(s) for the change.
2. Applications received during the month (Item 2a plus Item 2b): [Cell 4] Enter the sum of Items 2a and 2b.
 - a. Applications: [Cell 5] Enter the number of applications received during the month. Exclude applications where aid is being transferred from another county or from one CalWORKs aid code to another.
 - b. Requests for restoration: [Cell 6] Enter the number of restorations during the month. An application for aid is considered a request for restoration when the applicant has been a recipient in the same county within the last 12 months, regardless of program segment.
3. Total applications on hand during the month (Item 1 plus Item 2): [Cell 7] Enter the sum of Items 1 and 2.
4. Applications disposed of during the month (Items 4a, 4b and 4c): [Cell 8] Enter the sum of Items 4a, 4b and 4c.
 - a. Applications approved [Item 7a plus Item 7b (all columns)]: [Cell 9] Enter the number of applications and restoration requests approved for cash grant. This item should equal the sum of Items 7a and 7b (all columns).
 - b. Applications denied (Same as Item 1, CA 255 CW): [Cell 10] Enter the number of applications and restoration requests denied. This number must agree with **Part A, Item 1 (Cells 1 – 5), "Total case denials of cash grant during the month," on the CA 255 CW (12/02), CalWORKs Report on Reasons for Denials and Other Non-Approvals of Applications for Cash Grant.**
 - 1) Applications denied due to receipt of Diversion payments or services (Same as Item 10, CA 255 CW): [Cell 11] Enter the number of applications denied for those applicants found to be apparently eligible for CalWORKs, but who opted to receive a Diversion payment or service in lieu of CalWORKs cash aid. This number is a subset of applications denied and should

ITEM INSTRUCTIONS CONTINUED

be included in the count for Item 4b, Applications denied. This number must agree with the number entered on **Part A, Item 10 (Cells 46 – 50), “Cases denied due to Diversion,” on the CA 255 CW (12/02), CalWORKs Report on Reasons for Denials and Other Non-Approvals of Applications for Cash Grant.**

- c. Other application dispositions (cancellations and withdrawals) (Same as Items 11 plus 12, CA 255 CW): [Cell 12] Enter the number of applications and restoration requests cancelled, or withdrawn. This item also includes applications denied because the applicant moved or could not be located. This number must agree with **Part B, Items 11 plus 12 (Cells 51 – 60), “Cases with application cancelled or withdrawn during the month” plus “Cases with applicant who moved or cannot be located during the month,” on the CA 255 CW (12/02), CalWORKs Report on Reasons for Denials and Other Non-Approvals of Applications for Cash Grant.**
5. Applications/requests pending at the end of the month (Item 3 minus Item 4): [Cell 13] Enter the number of applications and requests for restoration pending at the end of the month. Entry must equal the difference between Item 3 “Total applications on hand during the month” less Item 4 “Applications disposed of during the month.”

PART B. CASELOAD (ALL)

Report all CalWORKs cases and individuals eligible to or receiving a cash grant during the report month. Each column represents a specific family type and should include cases with the following aid codes:

Two-Parent Families, Column (A): Codes 35, 3M and 3U
 Zero Parent Families, Column (B): Codes 33, 3G, 3H and 3R
 All Other Families, Column (C): Codes 30, 3E, 3L and 3P
 TANF Timed-Out Cases, Column (D): Codes 32 and 3W
 Safety Net Cases, Column (E): Codes 3A and 3C

NOTE: Refer to ACL 02-66, dated September 3, 2002 for aid code descriptions.

Cases Added

6. Cases carried forward from last month (Item 6a plus Item 6b): [Cells 14-18] Enter the number of cases brought forward from the previous month. This number should be the same figure as Item 12 of the previous month's report. If the number is different than Item 12 of the previous month's report, enter the new figure in Item 6 and enter the adjustment in Item 6b.
 - a. Item 12 from last month: [Cells 19-23] Enter the number from **last month's report**, Item 12, “Cases open at the end of the month.”
 - b. Adjustment to Item 6a (Positive or negative number) (Explain in Comments): [Cells 24-28] If an adjustment to Item 6a is required, enter the adjustment number (either a positive or negative number) and explain in Comments (or attach another sheet of paper) with the precise reason(s) for the change. Changes in caseload resulting from actions authorized in prior months and not previously reported are shown as adjustments to Item 6a and are not to be reported in Item 7d.
7. Cases added during the month (Items 7a through 7d): [Cells 29-33] Enter the sum of Items 7a through 7d.
 - a. Applications approved: [Cells 34-38] Enter in the appropriate column the number of applications approved for cash grant.

ITEM INSTRUCTIONS CONTINUED

- b. Restorations approved: [Cells 39-43] Enter in the appropriate column the number of restoration requests approved. The sum of Items 7a and 7b, (all columns) should equal Item 4a.
- c. Transfers from other counties: [Cells 44-48] Enter in the appropriate column the number of cases for which the reporting county accepted responsibility for payment of aid during the report month.
- d. Other approvals (appeal cases, CW 7s, etc.): [Cells 49-53] Enter the number of cases approved for reasons other than Items 7a through 7c, i.e., appeal cases, cases erroneously denied or discontinued, or CW 7 discontinuances where completion of a new application is deemed unnecessary. Do not report multiple changes occurring to a single case during the report month. Changes in caseload resulting from actions authorized in prior months and not previously reported are not to be reported in Item 7d but are shown as adjustments in Item 6b.

Caseload

- 8. Total cases open during the month (Item 8a plus Item 8b): [Cells 54-58] Enter the number of cases active during the report month, i.e., those cases where an official authorization for aid was in effect at some time during the month. The sum of Items 8a and 8b should equal Item 8. Item 8 should also equal the sum of Items 6 and 7.
 - a. Cases receiving cash grant (\$10 or more): [Cells 59-63] Enter in the appropriate columns the number of cases receiving a cash grant during the report month.
 - 1) Children in Item 8a cases: [Cells 64-68] Enter in the appropriate columns the number of children receiving aid for the current month only. Report children who are fully abated by child support payments in Item 8b. When the child's basis of eligibility changes in either direction between cash grant and Foster Care during the month, the person count will be shown with the payment covering the living arrangement as of the first of the month, in order to avoid a duplicate count.
 - 2) Adults in Item 8a cases: [Cells 69-71] Enter in the appropriate columns the number of adults or minor heads of household who received aid for the current month only.
 - 3) Total persons [Item 8a1) plus Item 8a2)]: [Cells 72-76] Enter the sum of Items 8a1) and 8a2) for each applicable column.
 - b. Other cases (zero grant cases, less than \$10 cases, etc.): [Cells 77-81] Enter the number of cases not paid aid, but which had an authorization to receive aid during the report month. Include suspended cases.
 - 1) Children in Item 8b cases: [Cells 82-86] Enter in the appropriate columns the number of children who were authorized to receive aid for the current month only. Children who are fully abated by child support payments should be reported in this item.
 - 2) Adults in Item 8b cases: [Cells 87-89] Enter in the appropriate columns the number of adults or minor heads of household who were authorized to receive aid for the current month only.
 - 3) Total persons [Item 8b1) plus Item 8b2)]: [Cells 90-94] Enter the sum of Items 8b1) and 8b2) for each applicable column.

Case Exits

- 9. Cases discontinued during the month (Same as Item 1, CA 253 CW): [Cells 95-99] Enter the number of cash grant cases that were discontinued during the month due to ineligibility to continue to receive benefits. This number must agree with **Part A, Item 1 (Cells 1 – 5) “Total cases**

ITEM INSTRUCTIONS CONTINUED

discontinued during the month,” on the CA 253 CW (12/02), CalWORKs Report on Reasons for Discontinuances of Cash Grant.

10. Cases deducted due to transfers to another program segment during the month (Same as Item 12, CA 253 CW): [Cells 100-104] Enter in the appropriate column the number of cases which left the Two-Parent, Zero Parent, All Other Families, TANF Timed-Out, or Safety Net Cases segments due to transfers as of the end of the month. NOTE: Do not include transfers to Foster Care. This number must agree with **Part B, Item 12 (Cells 82 – 86), “Total cases transferred to another program segment during the month,” on the CA 253 CW (12/02), CalWORKs Report on Reasons for Discontinuances of Cash Grant.**
11. Cases added due to transfers from another program segment during the month (Same as Item 13, CA 253 CW): [Cells 105-109] Enter in the appropriate column the number of cases which were added to the Two-Parent, Zero Parent, All Other Families, TANF Timed-Out, or Safety Net Cases segments due to transfers as of the end of the month. NOTE: Do not include transfers from Foster Care. This number must agree with **Part B, Item 13 (Cells 107 – 111), “Total cases transferred from another program segment during the month,” on the CA 253 CW (12/02), CalWORKs Report on Reasons for Discontinuances of Cash Grant.**
12. Cases open at the end of the month [Item 8 minus (Item 9 and Item 10) plus Item 11]: [Cells 110-114] Enter the number of open cases carried forward to the next month. This is Item 8 less (Items 9 and 10) plus Item 11.

PART C. SAFETY NET

Safety Net (SN) cases are cases which all adults are no longer aided, due to the parent/caretaker relative receiving 60 months of State CalWORKs (and in some cases 60 months of federal TANF), but State Law requires that the children be aided. Report those SN cases and children who are authorized or eligible to receive cash grants for the report month. These cases and children should also be included in the counts reported in Part B. Caseload (All), Column (E).

Safety Net [Two-Parent Families, Child-Only Case]: Code 3C

Safety Net [All Other Families, Child-Only Case]: Code 3A

13. Cases open during the month (Item 13a plus Item 13b): [Cells 115-116] Enter in the appropriate columns the number of SN cases active during the report month, i.e., those cases where an official authorization for aid was in effect at some time during the month. These two data cells breakout total SN cases by Two-Parent and All Other Safety Net cases and their sum should equal Item 8, Column (E), Cell 58.
 - a. Cases receiving cash grant (\$10 or more): [Cells 117-118] Enter in the appropriate columns the number of SN cases receiving a cash grant during the report month. These two data cells breakout SN cash grant cases and their sum should equal Item 8a, Column (E), Cell 63.
 - 1) Children in Item 13a cases: [Cells 119-120] Enter in the appropriate columns the number of SN children who received aid for the current month only. These two data cells breakout SN cash grant children and their sum should equal Item 8a1), Column (E), Cell 68. Report children who are fully abated by child support payments in Item 13b. When the child's basis of eligibility changes in either direction between cash grant and Foster Care during the month, the person count will be shown with the payment covering the living arrangement as of the first of the month, in order to avoid a duplicate count.
 - b. Other cases (zero grant cases, less than \$10 cases, etc): [Cells 121-122] Enter the number of SN cases not paid aid, but which had an authorization to receive aid during the report month.

ITEM INSTRUCTIONS CONTINUED

Include suspended cases. These two data cells breakout SN zero grant cases and their sum should equal Item 8b, Column (E), Cell 81.

- 1) Children in Item 13b cases: [Cells 123-124] Enter in the appropriate columns the number of SN children who were authorized to receive aid for the current month only. These two data cells breakout SN zero grant children and their sum should equal Item 8b1), Column (E), Cell 86. Children who were fully abated by child support payments should be reported in this item.

COMMENTS

Use the Comments section to:

- Explain any major fluctuations in data.
- Explain any adjustment entries.
- Provide information as directed in the report instructions.
- Provide any other comments the county determines necessary.

California Work Opportunity and Responsibility to Kids (CalWORKs) Report on Reasons for Discontinuances of Cash Grant

SEND ONE COPY OF THIS REPORT TO:

California Department of Social Services
Data Systems and Survey Design Bureau, M.S. 9-081
P.O. Box 944243
Sacramento, CA 94244-2430
FAX: (916) 657-2074

COUNTY NAME	REPORT MONTH AND YEAR				
PART A. REASONS FOR DISCONTINUANCES OF CASH GRANT	Two-Parent Families (A)	Zero Parent Families (B)	All Other Families (C)	TANF Timed-Out Cases (D)	Safety Net Cases (E)
1. Total cases discontinued during the month (Items 2 through 11) (Same as Item 9, CA 237 CW).....	1	2	3	4	5
2. Cases with no eligible child.....	6	7	8	9	10
3. Cases with children no longer deprived of support or care.....	11	12	13	14	15
4. Cases with resources that exceed limits.....	16	17	18	19	20
5. Cases with income that exceeds standards (Items 5a through 5e).....	21	22	23	24	25
a. Earnings increased.....	26	27	28	29	30
b. Benefits or pensions increased.....	31	32	33	34	35
c. Support from person inside home increased.....	36	37	38	39	40
d. Support from person outside home increased.....	41	42	43	44	45
e. Requirements reduced.....	46	47	48	49	50
6. Cases with client who moved or cannot be located.....	51	52	53	54	55
7. Cases discontinued due to recipient initiative.....	56	57	58	59	60
a. Cases discontinued due to CW 7 noncompliance.....	61	62	63	64	65
8. Cases excluded by law for reasons other than time limits and citizenship.....	66	67	68	69	70
9. Cases transferred to another county.....	71	72	73	74	75
10. Cases transferred to Kin-GAP Program.....	76	77	78	79	80
11. Cases transferred to Foster Care Program.....	81	82	83	84	85

COUNTY NAME	REPORT MONTH AND YEAR				
PART B. DISCONTINUANCES DUE TO PROGRAM SEGMENT TRANSFERS	Two-Parent Families (A)	Zero Parent Families (B)	All Other Families (C)	TANF Timed-Out Cases (D)	Safety Net Cases (E)
12. Total cases transferred to another program segment during the month (Same as Item 10, CA 237 CW).....	82	83	84	85	86
a. Cases transferred from Zero Parent to Two-Parent Families	87				
b. Cases transferred from All Other to Two-Parent Families	88				
c. Cases transferred from TANF Timed-Out to Two-Parent Families.....	89				
d. Cases transferred from Safety Net to Two-Parent Families	90				
e. Cases transferred from Two-Parent to Zero Parent Families.....		91			
f. Cases transferred from All Other to Zero Parent Families		92			
g. Cases transferred from TANF Timed-Out to Zero Parent Families.....		93			
h. Cases transferred from Safety Net to Zero Parent Families.....		94			
i. Cases transferred from Two-Parent to All Other Families.....			95		
j. Cases transferred from Zero Parent to All Other Families.....			96		
k. Cases transferred from TANF Timed-Out to All Other Families.....			97		
l. Cases transferred from Safety Net to All Other Families.....			98		
m. Cases transferred from Two-Parent to TANF Timed-Out Cases.....				99	
n. Cases transferred from Zero Parent to TANF Timed-Out Cases.....				100	
o. Cases transferred from All Other TANF to Timed-Out Cases.....				101	
p. Cases transferred from Safety Net to TANF Timed-Out Cases.....				102	
q. Cases transferred from Two-Parent to Safety Net Cases.....					103
r. Cases transferred from Zero Parent to Safety Net Cases.....					104
s. Cases transferred from All Other to Safety Net Cases.....					105
t. Cases transferred from TANF Timed-Out to Safety Net Cases.....					106
13. Total cases transferred from another program segment during the month (Same as Item 11, CA 237 CW).....	107	108	109	110	111
COMMENTS					
CONTACT PERSON (Print)	TELEPHONE ()		DATE COMPLETED		
TITLE/CLASSIFICATION	FAX ()				

**CALIFORNIA WORK OPPORTUNITY AND RESPONSIBILITY TO KIDS (CalWORKs)
REPORT ON REASONS FOR DISCONTINUANCES OF CASH GRANT
CA 253 CW (12/02)**

INSTRUCTIONS

CONTENT

The monthly CA 253 CW report contains statistical information on cash grant cases terminated from the CalWORKs program, classified by primary reason for discontinuing aid.

PURPOSE

This report provides county, state and federal entities with information needed for budgeting, staffing, program planning, and other purposes.

DUE DATE AND CONTACT

The County Welfare Department (CWD) is responsible for ensuring that this report is fully and accurately completed. If portions of the report are completed by more than one entity within the CWD and/or outside agencies, the contact person responsible for submitting the report to the state shall review the report for completeness and accuracy prior to submittal. Reports are to be received on or before the 18th calendar day of the month following the report month. Fax or mail reports to:

California Department of Social Services
Data Systems and Survey Design Bureau, M.S. 9-081
P.O. Box 944243
Sacramento, CA 94244-2430

FAX: (916) 657-2074

Report data and the report's form and instructions are available on the California Department of Social Services (CDSS), Research and Development Division (RADD) web site at:
<http://www.dss.cahwnet.gov/research/>. Copies may be printed from the web site.

If you have questions regarding this report, contact Data Systems and Survey Design Bureau (DSSDB) at (916) 651-8269.

GENERAL INSTRUCTIONS

Enter in the boxes provided near the top of the form the county name and the report month and year.

Enter the data required for each item. If there is nothing to report for an item, enter "0". **Do not leave any items blank.**

Enter in the boxes at the end of the form the name, job title or classification, telephone and fax number of the person to contact if there are questions about the report. This person may or may not be the person who completed the report. Enter the date the report was completed.

ITEM INSTRUCTIONS

In those cases where more than one reason is applicable, the reason that is considered **most important** by the caseworker as having the greatest effect in the closing of the case will apply. Individual discontinuances are to be classified according to the reason for discontinuance included in the written notification to the recipient that the money payment is being discontinued.

For Items 2 through 11, collect the applicable reasons as indicated on the Discontinuance Reason List. See ACL 99-59 dated September 2, 1999 for the list. All Discontinuance Reasons are required data elements. Use the appropriate MEDS Reason Codes when listed. For those reasons without a specified MEDS code, the tracking codes or mechanisms are at county discretion.

PART A. REASONS FOR DISCONTINUANCES OF CASH GRANT

1. Total cases discontinued during the month (Items 2 through 11) (Same as Item 9, CA 237 CW): [Cells 1-5] Enter the total number of discontinuances. This item must equal the sum of Items 2 through 12 and must equal the monthly total of **Part B, Item 9 (Cells 95-99), “Cases discontinued during the month,” on the CA 237 CW (12/02), CalWORKs Cash Grant Caseload Movement Report.**
2. Cases with no eligible child: [Cells 6-10] Enter the number of discontinuances that occurred because there is no longer an eligible child in the home.
3. Cases with children no longer deprived of support or care: [Cells 11-15] Enter the number of discontinuances that occurred because the child is no longer deprived of parental care or support.
4. Cases with resources that exceed limits: [Cells 16-20] Enter the number of discontinuances that occurred because the recipient family's resources and/or property now exceed limits permitted for CalWORKs eligibility.
5. Cases with income that exceeds standards (Items 5a through 5e): [Cells 21-25] Enter the sum of Items 5a through 5e.
 - a. Earnings increased: [Cells 26-30] Enter the number of discontinuances that occurred because of excessive income due to increased earnings.
 - b. Benefits or pensions increased: [Cells 31-35] Enter the number of discontinuances that occurred because of excessive income due to increased benefits or pensions.
 - c. Support from person inside home increased: [Cells 36-40] Enter the number of discontinuances that occurred because of excessive income due to increased support from person inside the home.
 - d. Support from person outside home increased: [Cells 41-45] Enter the number of discontinuances that occurred because of excessive income due to increased support from person outside the home.
 - e. Requirements reduced: [Cells 46-50] Enter the number of discontinuances that occurred because of excessive income due to a reduction in requirements.
6. Cases with client who moved or cannot be located: [Cells 51-55] Enter the number of discontinuances that occurred because the recipient moved or because the agency was unable to establish the whereabouts of the family or contact them for information essential to their continuation in the CalWORKs program.

ITEM INSTRUCTIONS CONTINUED

7. Cases discontinued due to recipient initiative: [Cells 56-60] Enter the number of discontinuances due to the recipient's initiative including voluntary withdrawal by the recipient family, refusal to comply with procedural requirements, etc.
 - a. Cases discontinued due to CW 7 noncompliance: [Cells 61-65] Enter the number of discontinuances due to the recipient's refusal to provide Monthly Eligibility Report for Cash Aid and Food Stamps (CW 7) related information. This number is a subset of discontinuances due to recipient initiative and should be included in the count for Item 7, Cases discontinued due to recipient initiative.
8. Cases excluded by law for reasons other than time limits and citizenship: [Cells 66-70] Enter the number of discontinuances due to the recipient being excluded by law for reasons other than time limits and citizenship, such as, fleeing felons and drug felons, etc.
9. Cases transferred to another county: [Cells 71-75] Enter the number of discontinuances that resulted from the recipient transferring to another county.
10. Cases transferred to Kin-GAP Program: [Cell 76] Enter the number of discontinuances that resulted because the recipient transferred to the Kin-GAP Program and the entire CalWORKs case was discontinued.
11. Cases transferred to Foster Care Program: [Cells 77-81] Enter the number of discontinuances that resulted because the recipient transferred to Foster Care and the entire CalWORKs case was discontinued.

PART B. DISCONTINUANCES DUE TO PROGRAM SEGMENT TRANSFERS

Parent(s) in the Two-Parent caseload, who are sanctioned for failure to comply with CalWORKs work requirements, will remain in that caseload count and will NOT be transferred at any time, including the first three months of sanction, to either the Zero Parent or the All Other Families caseload. Parents who are sanctioned for failure to assign child support rights are transferred to either the Zero Parent or the All Other Families caseload.

12. **Total cases transferred to another program segment during the month (Same as Item 10, CA 237 CW): [Cells 82-86]** Enter where indicated, the total of the following cells. These items must equal the monthly totals of **Part B, Item 10 (Cells 100-104), "Cases deducted due to transfers to another program segment during the month," on the CA 237 CW (12/02), CalWORKs Cash Grant Caseload Movement Report.**

Column (A), Two-Parent Families, Cell 82 = the sum of Cells 91, 95, 99 and 103

Column (B), Zero Parent Families, Cell 83 = the sum of Cells 87, 96, 100 and 104

Column (C), All Other Families, Cell 84 = the sum of Cells 88, 92, 101 and 105

Column (D), TANF Timed-Out Cases, Cell 85 = the sum of Cells 89, 93, 97 and 106

Column (E), Safety Net Cases, Cell 86 = the sum of Cells 90, 94, 98 and 102

- a. Cases transferred from Zero Parent to Two-Parent Families: [Cell 87] Enter in Column (A) the number of cases which left the Zero Parent segment and will be moved to the Two-Parent segment as of the beginning of the next month.
- b. Cases transferred from All Other to Two-Parent Families: [Cell 88] Enter in Column (A) the number of cases which left the All Other segment and will be moved to the Two-Parent segment as of the beginning of the next month.

ITEM INSTRUCTIONS CONTINUED

- c. Cases transferred from TANF Timed-Out to Two-Parent Families: [Cell 89] Enter in Column (A) the number of cases which left the TANF Timed-Out segment and will be moved to the Two-Parent segment as of the beginning of the next month.
- d. Cases transferred from Safety Net to Two-Parent Families: [Cell 90] Enter in Column (A) the number of cases which left the Safety Net segment and will be moved to the Two-Parent segment as of the beginning of the next month.
- e. Cases transferred from Two-Parent to Zero Parent Families: [Cell 91] Enter in Column (B) the number of cases which left the Two-Parent segment and will be moved to the Zero Parent segment as of the beginning of the next month.
- f. Cases transferred from All Other to Zero Parent Families: [Cell 92] Enter in Column (B) the number of cases which left the All Other segment and will be moved to the Zero Parent segment as of the beginning of the next month.
- g. Cases transferred from TANF Timed-Out to Zero Parent Families: [Cell 93] Enter in Column (B) the number of cases which left the TANF Timed-Out segment and will be moved to the Zero Parent segment as of the beginning of the next month.
- h. Cases transferred from Safety Net to Zero Parent Families: [Cell 94] Enter in Column (B) the number of cases which left the Safety Net segment and will be moved to the Zero Parent segment as of the beginning of the next month.
- i. Cases transferred from Two-Parent to All Other Families: [Cell 95] Enter in Column (C) the number of cases which left the Two-Parent segment and will be moved to the All Other segment as of the beginning of the next month.
- j. Cases transferred from Zero Parent to All Other Families: [Cell 96] Enter in Column (C) the number of cases which left the Zero Parent segment and will be moved to the All Other segment as of the beginning of the next month.
- k. Cases transferred from TANF Timed-Out to All Other Families: [Cell 97] Enter in Column (C) the number of cases which left the TANF Timed-Out segment and will be moved to the All Other segment as of the beginning of the next month.
- l. Cases transferred from Safety Net to All Other Families: [Cell 98] Enter in Column (C) the number of cases which left the Safety Net segment and will be moved to the All Other segment as of the beginning of the next month.
- m. Cases transferred from Two-Parent to TANF Timed-Out Cases: [Cell 99] Enter in Column (D) the number of cases which left the Two-Parent segment and will be moved to the TANF Timed-Out segment as of the beginning of the next month.
- n. Cases transferred from Zero Parent to TANF Timed-Out to Cases: [Cell 100] Enter in Column (D) the number of cases which left the Zero Parent segment and will be moved to the TANF Timed-Out segment as of the beginning of the next month.
- o. Cases transferred from All Other to TANF Timed-Out Cases: [Cell 101] Enter in Column (D) the number of cases which left the All Other segment and will be moved to the TANF Timed-Out segment as of the beginning of the next month.

ITEM INSTRUCTIONS CONTINUED

- p. Cases transferred from Safety Net to TANF Timed-Out Cases: [Cell 102] Enter in Column (D) the number of cases which left the Safety Net segment and will be moved to the TANF Timed-Out segment as of the beginning of the next month.
- q. Cases transferred from Two-Parent to Safety Net Cases: [Cell 103] Enter in Column (E) the number of cases which left the Two-Parent segment and will be moved to the Safety Net segment as of the beginning of the next month.
- r. Cases transferred from Zero Parent to Safety Net to Cases: [Cell 104] Enter in Column (E) the number of cases which left the Zero Parent segment and will be moved to the Safety Net segment as of the beginning of the next month.
- s. Cases transferred from All Other to Safety Net Cases: [Cell 105] Enter in Column (E) the number of cases which left the All Other segment and will be moved to the Safety Net segment as of the beginning of the next month.
- t. Cases transferred from TANF Timed-Out to Safety Net Cases: [Cell 106] Enter in Column (E) the number of cases which left the TANF Timed-Out segment and will be moved to the Safety Net segment as of the beginning of the next month.
13. **Total cases transferred from another segment during the month (Same as Item 11, CA 237 CW): [Cells 107-111]** Enter where indicated, the total of the following cells. These Items must equal the monthly totals of **Part B, Item 11 (Cells 105-109), “Cases added due to transfers from another program segment during the month,” on the CA 237 CW (12/02), CalWORKs Cash Grant Caseload Movement Report.**

Column (A), Two-Parent Families, Cell 107 = the sum of Cells 87, 88, 89 and 90

Column (B), Zero Parent Families, Cell 108 = the sum of Cells 91, 92, 93 and 94

Column (C), All Other Families, Cell 109 = the sum of Cells 95, 96, 97 and 98

Column (D), TANF Timed-Out Cases, Cell 110 = the sum of Cells 99, 100, 101 and 102

Column (E), Safety Net Cases, Cell 111 = the sum of Cells 103, 104, 105 and 106

NOTE: The sum of Columns (A), (B), (C), (D) and (E) for Item 12 must equal the sum of Columns (A), (B), (C), (D) and (E) for Item 13.

COMMENTS

Use the Comments section to:

- Explain any major fluctuations in data.
- Explain any adjustment entries.
- Provide information as directed in the report instructions.
- Provide any other comments the county determines necessary.

California Work Opportunity and Responsibility to Kids (CalWORKs) Report on Reasons for Denials and Other Non-Approvals of Applications for Cash Grant

SEND ONE COPY OF THIS REPORT TO:

California Department of Social Services
Data Systems and Survey Design Bureau, M.S. 9-081
P.O. Box 944243
Sacramento, CA 94244-2430
FAX: (916) 657-2074

COUNTY NAME	REPORT MONTH AND YEAR				
PART A. REASONS FOR DENIALS OF CASH GRANT	Two-Parent Families (A)	Zero Parent Families (B)	All Other Families (C)	TANF Timed- Out Cases (D)	Safety Net Cases (E)
1. Total case denials of cash grant during the month (Items 2 through 10) (Same as Item 4b, CA 237 CW).....	1	2	3	4	5
2. Cases with no eligible child.....	6	7	8	9	10
3. Cases with children not deprived of support or care.....	11	12	13	14	15
4. Cases with resources that exceed limits.....	16	17	18	19	20
5. Cases with income that exceeds standards.....	21	22	23	24	25
6. Cases that failed to comply with procedural requirements.....	26	27	28	29	30
7. Cases with ineligible non-citizen.....	31	32	33	34	35
8. Cases excluded by law for reasons other than time limits and citizenship.....	36	37	38	39	40
9. Cases with nonresident.....	41	42	43	44	45
10. Cases denied due to Diversion (Same as Item 4b1), CA 237 CW).....	46	47	48	49	50
PART B. REASONS FOR NON-APPROVALS OTHER THAN DENIALS					
11. Cases with application cancelled or withdrawn during the month.....	51	52	53	54	55
12. Cases with applicant who moved or cannot be located during the month (Item 11 plus Item 12 same as Item 4c, CA 237 CW).....	56	57	58	59	60
COMMENTS					
CONTACT PERSON (Print)	TELEPHONE ()		DATE COMPLETED		
TITLE/CLASSIFICATION	FAX ()				

**CALIFORNIA WORK OPPORTUNITY AND RESPONSIBILITY TO KIDS
(CalWORKs) REPORT ON REASONS FOR DENIALS
AND OTHER NON-APPROVALS OF APPLICATIONS FOR CASH GRANT
CA 255 CW (12/02)**

INSTRUCTIONS

CONTENT

The monthly CA 255 CW report contains statistical information on applications and requests for restoration of the CalWORKs program, which have been denied or otherwise disposed of without approval, classified by primary reason for action.

PURPOSE

This report provides county, state and federal entities with information needed for budgeting, staffing, program planning, and other purposes.

DUE DATE AND CONTACT

The County Welfare Department (CWD) is responsible for ensuring that this report is fully and accurately completed. If portions of the report are completed by more than one entity within the CWD and/or outside agencies, the contact person responsible for submitting the report to the state shall review the report for completeness and accuracy prior to submittal. Reports are to be received on or before the 18th calendar day of the month following the report month. Fax or mail reports to:

California Department of Social Services
Data Systems and Survey Design Bureau, M.S. 9-081
P.O. Box 944243
Sacramento, CA 94244-2430

FAX: (916) 657-2074

Report data and the report's form and instructions are available on the California Department of Social Services (CDSS), Research and Development Division (RADD) web site at:
<http://www.dss.cahwnet.gov/research/>. Copies may be printed from the web site.

If you have questions regarding this report, contact Data Systems and Survey Design Bureau (DSSDB) at (916) 651-8269.

GENERAL INSTRUCTIONS

Enter in the boxes provided near the top of the form the county name and the report month and year.

Enter the data required for each item. If there is nothing to report for an item, enter "0". **Do not leave any items blank.**

Enter in the boxes at the end of the form the name, job title or classification, telephone and fax number of the person to contact if there are questions about the report. This person may or may not be the person who completed the report. Enter the date the report was completed.

DEFINITIONS

An application for aid (cash grant) which is not approved may be disposed of by (1) denial, (2) provision of a diversion payment, or (3) other non-approval. A finding that an applicant is ineligible to receive a cash grant results in a denial. Also, by regulations, the application of an applicant (1) whose whereabouts are unknown or (2) who has established residence in another state is denied. Movement of the applicant to another county in this state is not a cause or reason for denial; the county receiving the application completes the determination of eligibility and, if appropriate, initiates intercounty transfer procedures. Referral of an applicant to another program or agency is not, in itself, a reason for denial of an application for cash grant.

ITEM INSTRUCTIONS

In those cases where more than one reason is applicable, the reason that is considered **most important** by the caseworker as having the greatest effect in denying the case will apply. Individual denials and other non-approvals of applications are to be classified according to the reason for denials included in the written notification.

For Items 2 through 12 collect the applicable reasons as indicated on the Denial Reason List. See ACL 99-59 dated September 2, 1999 for the list. Denial reason items are required data elements, and all tracking codes or mechanisms are at county discretion.

PART A. REASONS FOR DENIALS OF CASH GRANT

1. Total case denials of cash grant during the month (Items 2 through 10) (Same as Item 4b, CA 237 CW): [Cells 1-5] Enter the total number of applications denied aid during the month due to ineligibility for a cash grant. Individual denials are to be classified according to the reason included in the written notification to the applicant that the application has been denied. This item is the sum of Items 2 through 10. Also, Item 2 through 10 must equal the monthly total of the figures reported in **Part A, Item 4b (Cell 10), "Applications denied," on the CA 237 CW (12/02), CalWORKs Cash Grant Caseload Movement Report.**
2. Cases with no eligible child: [Cells 6-10] Enter the number of denials that resulted from a determination that the applicant has no child who met the specific conditions of eligibility for CalWORKs.
3. Cases with children not deprived of support or care: [Cells 11-15] Enter the number of denials that resulted from a determination that the child(ren) for whom the application for a cash grant was made was not deprived of parental support or care.
4. Cases with resources that exceed limits: [Cells 16-20] Enter the number of denials with a determination made that the applicant had resources in excess of limits permitted for CalWORKs eligibility.
5. Cases with income that exceeds standards: [Cells 21-25] Enter the number of denials that resulted from a determination that the applicant had income in excess of limits permitted for CalWORKs eligibility.
6. Cases that failed to comply with procedural requirements: [Cells 26-30] Enter the number of denials that resulted from the failure of a member of the applicant group to comply with procedural requirements specified for CalWORKs eligibility.
7. Cases with ineligible non-citizen: [Cells 31-35] Enter the number of denials that resulted from a determination that the applicant did not meet the citizenship requirements for CalWORKs eligibility.

ITEMS INSTRUCTIONS CONTINUED

8. Cases excluded by law for reasons other than time limits and citizenship: [Cells 36-40] Enter the number of denials due to the applicant being excluded by law for reasons other than time limits and citizenship, such as, fleeing felons and drug felons, etc.
9. Cases with nonresident: [Cells 41-45] Enter the number of denials that resulted from a determination that the applicant did not meet the residence requirements for CalWORKs eligibility.
10. Cases denied due to Diversion (Same as Item 4b1), CA 237 CW: [Cells 46-50] Enter the number of denials that were due to the applicant choosing a diversion payment instead of CalWORKs cash aid. Also, this item must equal the monthly total of the figures reported in **Part A, Item 4b1 (Cell 11), “Applications denied due to receipt of Diversion payments or services,”** on the CA 237 CW (12/02), CalWORKs Cash Grant Caseload Movement Report.

PART B. REASONS FOR NON-APPROVALS OTHER THAN DENIALS

11. Cases with application cancelled or withdrawn during the month: [Cells 51-55] Enter the number of applications disposed of due to the cancellation or withdrawal of the application.
12. Cases with applicant who moved or cannot be located during the month (Item 11 plus Item 12 same as 4c, CA 237 CW): [Cells 56-60] Enter the number of applications denied because the agency was unable to locate the applicant, or because the applicant moved to another jurisdiction or state. Item 11 plus Item 12 must equal **Part A, Item 4c (Cell 12), “Other application dispositions (cancellations and withdrawals),”** on the CA 237 CW (12/02), CalWORKs Cash Grant Caseload Movement Report.

COMMENTS

Use the Comments section to:

- Explain any major fluctuations in data.
- Explain any adjustment entries.
- Provide information as directed in the report instructions.
- Provide any other comments the county determines necessary.